

**Welcome to the State Contract and
Procurement Registration System (SCPRS)
POWER POINT TRAINING
(revised 8/1/06)**

INSTRUCTIONS AND SCREEN OVERVIEW

POWER POINT TRAINING

INSTRUCTIONS

- **Allow 1/2 hour for training.**
- **Help is available by calling the SCPRS Help Desk at (916) 376-1966 or emailing scprsadministrators@dgs.ca.gov.**
- **Once you have completed all seven modules, you will be prompted to access the Registration and Training Certification screen to record your training and receive an electronic certificate of completion.**
- **Remember, all contracts over \$5000 are required to be input, however the system does not prevent you from adding contracts under that amount.**

Screen Overview

SCPRS - Microsoft Internet Explorer provided by DGS - State of California

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites

Address <https://www.scprs.dgs.ca.gov>

Welcome to California

[Log In to SCPRS](#)

[Overview](#)

[Training](#)

[FAQ](#)

[Mgmt. Memo #03-09](#)

[Preview Application](#)

Procurement DGS

search

My CA

State Contract and Procurement Registration System

If you are a vendor/supplier looking for bid opportunities, please go to the [California State Contracts Register](#).

Introduction

The DGS-Procurement Reform Task Force provides information on state contracts and purchases.

System Updates

System Updates to view a listing of modifications, description and instructions of upcoming modifications to the system. Many of the modifications have been developed based on your feedback and comments for improving the system. We appreciate your support and welcome your comments. [Contact Us](#)

[System Updates, January 5, 2004](#)

[System Updates, October 3, 2003](#)

inbox - Mi... SCPRS - ... Handouts

After entering the URL address on your web browser, the SCPRS Introduction and Log In access screen displays.

You can access other information here. New links may be added as the system is enhanced

Be sure to view all the links available from this screen. Valuable information is at your fingertips!

Scroll down for training and help support information

**State Contract and
Procurement Registration System (SCPRS)
Training Demonstration
(revised 8/1/06)**

MODULE 1

NEW USER Sign in

**Training URL address:
<http://www.scprs.dgs.ca.gov>**

MODULE 1 - NEW USER LOG IN

Address <http://www.scpstrain.dgs.ca.gov>

SCPRS Introduction and Log In access screen

Click here to log in as a new user

[Log In to SCPRS](#)

[Overview](#)

[Mgmt. Memo #03-09](#)



State Contract and Procurement Registration System

Introduction

The Procurement Reform Task Force Report recommended the development of a "contract tracking" system to provide a centralized data base of important information on state contracting and purchasing on a "near real time basis." This is the first iteration of the system, developed by a DGS project team in consultation with valued input from many state departments.

Questions regarding Informational input and the use of the system will be addressed in two places:

- a. User's guide
- b. Help screens which are hyperlinked to key fields.

Use of SCPRS is limited to users designated by participating state agencies to have SCPRS access.

We welcome your comments on this new contracting tool. [Contact us](#)

[Click here to log in](#)

Or here to log in

MODULE 1 - NEW USER LOG IN

SCPRS - Microsoft Internet Explorer provided by DGS - State of California

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Media Print

Address Go Links SnagIt

California Home Tuesday, May 27, 2003

Welcome to **California** HOLLYWOOD

Log In to SCPRS

Test Site Procurement Search

New User

Your username and password will be emailed to the valid State of California Email Address entered below.

Email Address *

First Name *

Last Name *

Phone # - *

*=Required

[Email Administrator](#)

Enter the information required

And Click Submit

Done Internet

Start | | | | | SCPRS - Micr... | | 7:41 AM

MODULE 1 - NEW USER LOG IN

The screenshot shows a web browser window with the address bar displaying `http://10.8.18.157/newuser_dk.asp`. The page content includes a header for 'California Home' with a 'Welcome to California' banner. Below this is a navigation bar with 'Log In to SCPRS' and a 'DGS' logo. The main content area is titled 'New User' and contains a form with the following elements:

- A dropdown menu labeled 'Agency Name' with '-Select-' as the current selection.
- A checked checkbox with the text 'Click here if you belong to some other agency'.
- A 'Submit' button.

Two yellow callout boxes provide instructions:

- The first callout, pointing to the 'Agency Name' dropdown, contains the text: **Select the Agency name
If it is not listed
Click the box
To select your
Dept.**
- The second callout, pointing to the 'Submit' button, contains the text: **And click
submit**

At the bottom of the browser window, the status bar shows 'Done' and 'Internet'.

MODULE 1 - NEW USER LOG IN

The screenshot shows a web browser window with the address bar displaying `http://10.8.18.157/newuser_dk.asp`. The page header includes "California Home" and "Welcome to California". A navigation bar contains links for "Test Site" and "Procurement", along with a search box and "My CA" link. The main content area is titled "New User" and features a "Log In to SCPRS" link on the left and a "DGS" logo. The "Agency Name" dropdown menu is open, showing a list of departments, with "Department of General Services" selected. A yellow callout bubble points to this menu with the text "You need to select your Department".

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Media Print Mail

Address `http://10.8.18.157/newuser_dk.asp` Go Links SnagIt

California Home 7, 2003

Welcome to California

Test Site Procurement search

My CA

[Log In to SCPRS](#)

New User 5

Agency Name

- Select-
- Department of Fish and Game
- Department of Food and Agriculture
- Department of Forestry and Fire Protection
- Department of General Services**
- Department of Health Services
- Department of Housing and Community Development
- Department of Industrial Relations (Renum. from 8350)
- Department of Industrial Relations, Total - Abolished 2/15/95
- Department of Information Technology
- Department of Insurance (Renumbered from 2290)
- Department of Justice

MODULE 1 - NEW USER LOG IN

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Media Print Copy Paste

Address http://10.8.18.157/newuser_dk.asp Go Links SnagIt

California Home Tuesday, May 27, 2003

Welcome to **California** HOLLYWOOD

[Log In to SCPRS](#)

Test Site Procurement **DGS** search My CA

New User 5

Agency Name
Department of General Services

Click here if your agency is not listed

Submit

And click submit

Internet

MODULE 1 - NEW USER LOG IN

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Media Print Mail

Address http://10.8.18.157/newuser_confirm_dk.asp?action= Go Links SnagIt

California Home May 27, 2003

Welcome to

**You can close this application,
go to your email in box
and from there, log into the system**

[Log In to SCPRS](#)

[Overview](#)

[User Guide](#)

[FAQ](#)

[Mgmt. Memo #03-09](#)

[Preview Application](#)

search

Thank you -
Your account has been created but is not authenticated. Upon authentication, you will be notified. Your username and password have been emailed to the following Email Address.

ray.roa@dgs.ca.gov

DGS

SAMPLE EMAIL

Dear Customer,

User id: ray.roa@dgs.ca.gov

Password: 2PU9JF77

Please save this user information in a secure location for future reference.
Please click on the link below to logon to the State Contract and Procurement Registration System.

www.scprs.dgs.ca.gov

**You can now click on the
SCPRS link to
log in**

Thank You

SCPRS Administrators

SCPRSAdministrators@dgs.ca.gov

AspMail 4.10 Evaluation Version. Use of this evaluation copy in a production environment is illegal. Purchase from <http://www.serverobjects.com/products.htm> Product evaluation expires: 29 May 2003

MODULE 1 - NEW USER LOG IN

Address  <http://www.scpstrain.dgs.ca.gov/login.asp?userexist=jackie.collins@dgs.ca.gov>  Go  Links 

Monday, May 19, 2003 

Welcome to **California** 

 *Training Site* Procurement 
 My CA

State Contract Procurement Registration System

[New User](#)

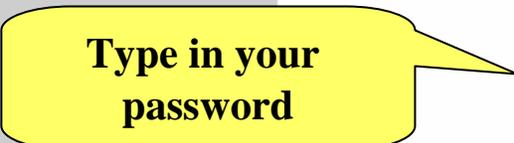
Email Address

Password

[Forgot Password?](#)

Management Memorandum 03-09

This registration system is secure and will only allow authorized users to log-in.
Currently, only the eight pilot agencies are authorized.

Type in your password 

And click Sign In 

Address  http://www.scpstrain.dgs.ca.gov/main.asp

Welcome to **California**

Training Site Procurement 

My CA

Welcome to the State Contract and Procurement Registration System

To register a new contract, select the [Add Contract](#) link on the left side of this page.

All data fields provide help text. For example, if you click on the [Add Contract](#) link, a help window will appear.

To register an amendment to an existing contract, select the [Add Amendment](#) link on the left side of this page. As with the [Add Contract](#) link, all data fields provide help text by clicking on the link over the data field.

You are now at the SCPRS Training Site Home Page.

You can select any of these links to maneuver through the system.

- [SCPRS Home Page](#)
- [Add Contract](#)
- [Add Amendment](#)
- [Contract Search](#)
- [Reports](#)
- [Change Password](#)
- [Change Profile](#)
- [User Guide](#)
- [Quick Reference Guide](#)
- [Log Off](#)

Quick Links

- [Procurement Website](#)
- [Small Business Website](#)
- [SCPRS Questions/Edits](#)
- [SCPRS Enhancements](#)
- [SABRC Support](#)



**State Contract and
Procurement Registration System (SCPRS)
Training Demonstration**

THIS ENDS MODULE 1

NEW USER Sign

Press ESC (escape) on your keypad
to close this module. You will be returned
to the Training Menu, then click on the next module.

**State Contract and
Procurement Registration System (SCPRS)
Training Demonstration
(revised 8/1/06)**

MODULE 2

FORGOT PASSWORD and CHANGE PASSWORD

**Training URL address:
<http://www.scprs.dgs.ca.gov>**

MODULE 2 - Forgot Password and Password Change

Address  <http://www.scpstrain.dgs.ca.gov>  Go  Links >>

Monday, May 19, 2003



Welcome to California

Site Procurement DGS

 My CA

State Contract and Procurement Registration System

Introduction

The Procurement Reform Task Force Report recommended the development of a "contract tracking" system to provide a centralized data base of important information on state contracting and purchasing on a "near real time basis." This is the first iteration of the system, developed by a DGS project team in consultation with valued input from many state departments.

Questions regarding Informational input and the use of the system will be addressed in two places:

- User's guide
- Help screens which are hyperlinked to key fields.

Use of SCPRS is restricted to those persons designated by participating state agencies to have SCPRS access.

We welcome your comments on this new contracting tool. [Contact us](#)

[Click here to log in](#)



Log In to SCPRS

Overview

Mgmt. Memo #03-09

Click here to start

MODULE 2 - Forgot Password and Password Change

Address  <http://www.scrprstrain.dgs.ca.gov/login.asp>  Go  Links 

Monday, May 19, 2003 

Welcome to **California** 

Training Site Procurement 
 My CA

State Contract Procurement Registration System

[New User](#)

Email Address

Password

[Forgot Password?](#)  **Then click here**

Management Memorandum 03-09

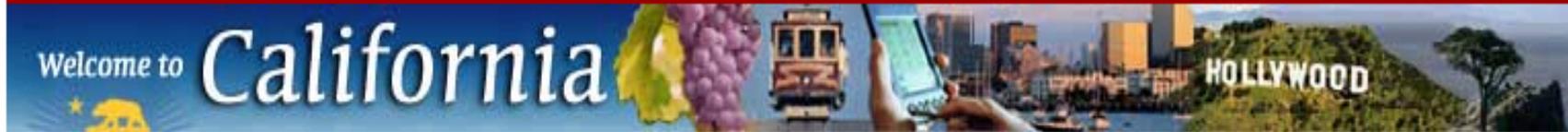
This registration system is secure and will only allow authorized users to log-in.
Currently, only the eight pilot agencies are authorized.



MODULE 2 - Forgot Password and Password Change

Address  <http://www.scpstrain.dgs.ca.gov/forgotpwd.asp>  Go [Links](#) >>

Monday, May 19, 2003

Welcome to **California** 

[Log In to SCPRS](#)

Training Site **Procurement** 

My CA

Forgot Password

Your username and password will be emailed to the valid State of California Email Address entered below:

Email Address

[Email Administrator](#)

Type in your email address and click SUBMIT

MODULE 2 - Forgot Password and Password Change

Address  http://www.scpstrain.dgs.ca.gov/forgotpwd_confirm.asp  Go  Links >>

Monday, May 19, 2003

Welcome to **California**

[Log In to SCPRS](#)

You will need to go to your email in box to retrieve your password, return to this screen, and continue logging in

Thank you -
Your username and password have been emailed to the following Email Address:

linda.lange@dgs.ca.gov

[Click here to log in](#)

Then click here to log in



MODULE 2 - Forgot Password and Password Change

Address  <http://www.scpstrain.dgs.ca.gov/login.asp?userexist=linda.lange@dgs.ca.gov>  Go  Links 

Monday, May 19, 2003 

Welcome to **California** 

  **Training Site**  **Procurement** 
 My CA

State Contract Procurement Registration System

[New User](#)

Email Address

Password

[Forgot Password?](#)

Management Memorandum 03-09

This registration system is secure and will only allow authorized users to log-in.
Currently, only the eight pilot agencies are authorized.

Type in your password

And click SIGN IN

You have now accessed the SCPRS Training Main Menu and can begin using the system

[SCPRS Home](#)

[Add Contract](#)

[Add Amendment](#)

[Contract](#)

[Reports](#)

[Change Password](#)

[Change Profile](#)

[User Guide](#)

[Quick Reference Guide](#)

[Log Off](#)

Quick Links

[Procurement Website](#)

[Small Business Website](#)

[SCPRS Questions/Edits](#)

[SCPRS Enhancements](#)

[SABRC Support](#)



Welcome to the State Contract and Procurement Registration System

To register a new contract, select the [Add Contract](#) link on the left side of this page.

All data fields provide a help text by clicking on the link over the data field, For example, click on the Description of Goods/Services link and a help window will appear with instructions to complete that data field.

To register an amendment to an existing contract, select the [Add Amendment](#) link on the left side of this page. As with the [Add Contract](#) link, all data fields provide help text by clicking on the link over the data field.

PASSWORD CHANGE

If you are a new user, you will want to change your system generated password to something you will remember.
This password does not expire.

[SCPRS Home Page](#)

[Add Contract](#)

[Add Amendment](#)

[Contract Search](#)

[Reports](#)

[Change Password](#)

[Change Profile](#)

[User Guide](#)

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[Log Off](#)

Quick Links

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[Small Business Website](#)

[SCPRS Questions/Edits](#)

[SCPRS Enhancements](#)

[SABRC Support](#)

Click here to
change password

Training Site

Procurement 

search

My CA

We Welcome to the Contract and Procurement Registration System

[Add Contract](#) link on the left side of this page.

All data fields provide a help text by clicking on the link over the data field, For example, click on the Description of Goods/Services link and a help window will appear with instructions to complete that data field.

To register an amendment to an existing contract, select the [Add Amendment](#) link on the left side of this page. As with the [Add Contract](#) link, all data fields provide help text by clicking on the link over the data field.



MODULE 2 - Forgot Password and Password Change

Address  <http://www.scpstrain.dgs.ca.gov/ChangePassword.asp>  Go [Links](#) >>

Monday, May 19, 2003

Welcome to **California** 

[SCPRS Home Page](#)
[Add Contract](#)
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Training Site **Procurement** 

My CA

Change Password Screen

Current Password

New Password

Confirm New Password

[Email Administrator](#)

Fill in the fields and click SUBMIT

MODULE 2 - Forgot Password and Password Change

Address  http://www.scpstrain.dgs.ca.gov/changepwd_confirm.asp  Go  Links >>

Monday, May 19, 2003

Welcome to **California** 

[SCPRS Home Page](#)
[Add Contract](#)
[Add Amendment](#)
[Contract Search](#)
[Reports](#)
[Change Password](#)
[Change Profile](#)
[User Guide](#)
[Quick Reference Guide](#)
[Log Off](#)

Training Site **Procurement** 

 My CA

Thank you -
Your password has been changed. It has also been emailed to the following email address:

linda.lange@dgs.ca.gov

**Your password has been changed,
you can now begin using the system.**



**State Contract and
Procurement Registration System (SCPRS)
Training Demonstration**

THIS ENDS MODULE 2

FORGOT PASSWORD and CHANGE PASSWORD

Press ESC (escape) on your keypad
to close this module. You will be returned
to the Training Menu, then click on the next module.

**State Contract and
Procurement Registration System (SCPRS)
Training Demonstration
(revised 8/1/06)**

MODULE 3

ADD CONTRACT

**Training URL address:
<http://www.scprs.dgs.ca.gov>**

MODULE 3 -Add Contract

Address  <http://www.scpstrain.dgs.ca.gov/main.asp> Go  Links 

Monday, May 19, 2003

Welcome to **California** 

g Site Procurement DGS  My CA

Welcome to the State Contract and Procurement Registration System

To register a new contract, select the [Add Contract](#) link on the left side of this page.

All data fields provide a help text by clicking on the link over the data field, For example, click on the Description of Goods/Services link and a help window will appear with instructions to complete that data field.

To register an amendment to an existing contract, select the [Add Amendment](#) link on the left side of this page. As with the [Add Contract](#) link, all data fields provide help text by clicking on the link over the data field.

[SCPRS Home Page](#)

[Add Contract](#)

[Add Amendment](#)

[Contract Search](#)

[Reports](#)

[Change Password](#)

[Change Profile](#)

[User Guide](#)

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[SCPRS Questions/Edits](#)

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[SABRC Support](#)



Click here to add Contract

<http://www.scpstrain.dgs.ca.gov/addnewcontract.asp> Internet 

MODULE 3 -Add Contract

The screenshot shows a Microsoft Internet Explorer browser window titled "SCPRS - Add Contract - Microsoft Internet Explorer". The address bar shows the URL "http://www.scpstrain.dgs.ca.gov/contract_add.asp". The main content area displays a "Welcome to California" banner and a navigation menu on the left with links such as "SCPRS Home Page", "Add Contract", "Add Amendment", "Contract Search", "Reports", "Change Password", "Change Profile", "User Guide", "Quick Reference Guide", "Log Off", "Quick Links", "Procurement Website", "Small Business Website", "SCPRS Questions/Edits", "SCPRS Enhancements", and "SABRC Support".

A yellow callout bubble points to the "Add Contract" link in the navigation menu, containing the text: "For field information, click on the title above each field".

An inset window titled "SCPRS - Microsoft Internet Explorer" is open, showing a form titled "Sub-Unit Name". The form includes a "Print Close" link and a "Complete User Manual" link. A yellow callout bubble points to the "close" button in the window's title bar, containing the text: "close".

A large yellow callout bubble at the bottom of the inset window contains the text: "To view the User Manual click HERE After viewing, click BACK on the tool bar to return otherwise you will exit SCPRS completely.".

The form fields in the inset window include: "Country" (dropdown menu with "United States" selected), "Phone Number", "Email Address", "Vendor FEIN", "Small Business" (radio buttons for No and Yes), "Micro Business" (radio buttons for No and Yes), and "Disabled Veteran" (radio buttons for No and Yes). A "Submit" button is at the bottom right, and a note indicates "*=Required Field".

The Windows taskbar at the bottom shows the "start" button, several open applications (SnagIt, MetaFr..., Citri..., Cambasi..., Win..., Inbox, Microso...), and the system tray with the date and time "7:34 AM".

Type in the information per field
* indicates the field is required, however based on the Contract Type/Contracting Method, required fields may change.

Defaults based on user log in

Date entered into the system

New Contractor Info. fields

NEW feature Required Field

If you do not know what is required when entering data, once you click SUBMIT, the system will display a message identifying the missing fields. If you selected SABRAC (y) you will be sent to another screen to complete it and then prompted to return to this screen to resubmit again. (For help on SABRAC contents, click on the SABRAC support ink on the navigational summary bar)

The screenshot shows a web browser window titled "SCPRS - Add Contract - Microsoft Internet Explorer". The address bar shows "http://www.scprstrain.dgs.ca.gov/contract_add". The page has a blue header with "Training Site Procurement DGS" and a search box. Below the header is a navigation menu with "SCPRS Home Page", "Add Contract", "Add Amendment", and "Contract Search". The main content area is titled "Add Contract" and contains several form fields:

- Dept/Agency Name**: Text input field with "Test Agency" entered. A red asterisk (*) is to the right.
- Sub-Unit Name**: Dropdown menu with "Select One" selected. A red asterisk (*) is to the right.
- Contract Type**: Dropdown menu with "Select One" selected. A red asterisk (*) is to the right.
- Contracting Method**: Dropdown menu with "Select One" selected. A red asterisk (*) is to the right.
- Dept. Delegation No.**: Text input field.
- Leveraged Contract No.**: Text input field.
- Dept. Contract No./P.O. No.**: Text input field with a red asterisk (*) to the right.
- PIN No.**: Text input field.
- Financed or Leased**: Radio buttons for "No" (selected) and "Yes".
- SABRC Reportable**: Radio buttons for "No" (selected) and "Yes". A red asterisk (*) is to the right.
- Original Beginning Term**: Text input field with a calendar icon. A red asterisk (*) is to the right.
- Original Ending Term**: Text input field with a calendar icon.
- Original Contract Amount**: Text input field with "0.00" entered. A red asterisk (*) is to the right.
- Description of Goods/Services**: Large text area with a scroll bar. A red asterisk (*) is to the right.
- Contractor Name**: Text input field with a red asterisk (*) to the right.
- Address**: Text input field with a red asterisk (*) to the right.
- Address 2**: Text input field.
- Address 3**: Text input field.
- City**: Text input field with a red asterisk (*) to the right.
- State/Province**: Dropdown menu with "California - USA" selected. A red asterisk (*) is to the right.
- Region/Territory**: Text input field.
- Postal Code**: Text input field with a red asterisk (*) to the right.

Other elements include a "Quick Reference Guide", "Log Off", "Quick Links", and "SABRC Support" link. The system clock shows "6:33 AM".

MODULE 3 -Add Contract

Address  <http://www.scpstrain.dgs.ca.gov/addnewcontractreceipt.asp>  Go  Links >>

Monday, May 19, 2003



Welcome to California    

[SCPRS Home Page](#)
[Add Contract](#)
[Add Amendment](#)
[Contract Reports](#)
[Change P](#)
[Change Prom](#)
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[SABRC Support](#)

 **Training Site** **Procurement** 

 My CA

[Printer Friendly Version](#)

You are successful! A contract registration number is assigned. **Write this number on your purchase document .**

A new contract has been assigned with the State Contract and Procurement Registration System.
The contract registration number is
[1760040503100019](#)

An Email receipt has been sent to the following e-mail address-
linda.lange@dgs.ca.gov

176004050310019- registration number defined
1760 - Department entering this registration
04 - Contract Type - This number may not appear when you begin training
0503 - month and year
Remaining numbers - randomly selected by the system

Thank You

Click here to print

 Done  Internet

MODULE 3 -Add Contract

SCPRS - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites Media Recycle Bin Mail Print

Address http://www.scpstrain.dgs.ca.gov/addnewcontractreceipt_printerversion.asp Go Links

Monday, May 19, 2003

HOLLYWOOD

search

My CA

[Printer Friendly Version](#)

ent Registration System.

A new contract has been registered with the State Contract and Procurement Registration System.
The contract registration number is
[1760040503100019](#)

An Email receipt has been sent to the following e-mail address-
linda.lange@dgs.ca.gov

The Contractor Name is SCPRS Chevrolet
The Dept. Contract No/PO No is 13333
The Total Contract Amount is \$70,000.00

[SCPRS Enhancements](#)

[SABRC Support](#)

An Email receipt has been sent to the following e-mail address-
linda.lange@dgs.ca.gov

The Contractor Name is SCPRS Chevrolet
The Dept. Contract No/PO No is 13333
The Total Contract Amount is \$70,000.00

Thank You

DGS

Internet

**State Contract and
Procurement Registration System (SCPRS)
Training Demonstration**

THIS ENDS MODULE 3

ADD CONTRACT

Press ESC (escape) on your keypad
to close this module. You will be returned
to the Training Menu, then click on the next module.

**State Contract and
Procurement Registration System (SCPRS)
Training Demonstration
(revised 8/1/06)**

MODULE 4

ADD AMENDMENT

**Training URL address:
<http://www.scprs.dgs.ca.gov>**

ADD AMENDMENT

Address  http://www.scrprstrain.dgs.ca.gov/main.asp

 Go  Links >>

Monday, May 19, 2003



- [SCPRS Home Page](#)
- [Add Contract](#)
- [Add Amendment](#)
- [Contract Search](#)
- [Reports](#)
- [Change Password](#)
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- [User Guide](#)
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- [SCPRS Questions/Edits](#)
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- [SABRC Support](#)

Click Add Amendment

[Training Site](#) [Procurement](#) 

 My CA

Welcome to the State Contract and Procurement Registration System

To register a new contract, select the [Add Contract](#) link on the left side of this page.

All data fields provide a help text by clicking on the link over the data field, For example, click on the Description of Goods/Services link and a help window will appear with instructions to complete that data field.

To register an amendment to an existing contract, select the [Add Amendment](#) link on the left side of this page. As with the [Add Contract](#) link, all data fields provide help text by clicking on the link over the data field.



MODULE 4 - Add amendment

Address  http://www.scpstrain.dgs.ca.gov/addamendmentmenu.asp Go Links >>

Monday, May 19, 2003

Welcome to **California** 

[SCPRS Home Page](#)

[Add Contract](#)

[Add Amendment](#)

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[SCPRS Questions/Edits](#)

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[SABRC Support](#)



Add Amendment Menu Search

To search for a contract select options below and click on the search button. This will provide you with a list of Contracts that match the criteria.

Select the type of search you want to run

Don't Specify (Find All Contracts) ▾

Don't Specify (Find All Contracts)

Search by Contract Registration Number

Search by Description

Search by Contractor Name

Search by Contract Type

Search by Contract Method

Search by Dept. Contract/PO Number

Select the type of search using the list arrow

Click on Search by Description option

MODULE 4 - Add amendment

Address http://www.scrprstrain.dgs.ca.gov/addamendmentmenu.asp?type=2 Go Links >>

Tuesday, May 20, 2003

Welcome to California

Training Site

Add Amendment Menu Search

To search for a contract select options below and click on button. This will provide you a list of Contracts that match the criteria.

Select the type of search you want to run

Enter your search term

Click Search Now

Depending on the search type selection, other information will be required. This type requires a search term.

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Done Internet

MODULE 4 - Add amendment

Address  http://www.scpstrain.dgs.ca.gov/amendmentmenuresults.asp  Go Links >>

Welcome to **Calif**

A list of ALL the Corvettes entered into the registration system by your Department displays

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Training Site Procurement  search  My CA

Add Amendment Search Results

First < Prev

1760040503100019	Printable Version
Contractor Name : SCPRS Chevrolet	
Dept. Contract No./P.O. No. : 13333	
Description : Corvette	
Amount : \$70,000.00	
1760040503100005	
Contractor Name : Dourty Chevrolet	
Dept. Contract No./P.O. No. : 1234	
Description : Corvette	
Amount : \$65,000.00	

1 - 2 of 2 Records

First < Previous 1 Next > Last

Click on the registration number you want to amend



The Amendment Screen appears, displaying information from the original contract. There are only a few required fields to complete to amend this registered contract.

The screenshot shows the SCPRS 'Add Amendment' web form. The browser address bar shows 'http://www.scpstrain.dgs.ca.gov/amendment...'. The page has a left sidebar with navigation links like 'SCPRS Home Page', 'Add Contract', and 'Add Amendment'. The main content area contains a form with various fields and sections. Callouts are placed over the form to highlight key areas:

- Enter description of amendment**: Points to the 'Description of Amendment' text area.
- Select YES if this is SABRAC product**: Points to the 'SABRC Reportable' radio buttons (No/Yes).
- Enter date of amendment**: Points to the 'Amendment Beginning Term' date field.
- Total \$ of amendment**: Points to the 'Amendment Only Total' field showing '0.00'.
- Click SUBMIT**: Points to the 'Submit' button at the bottom right.

The form fields include:

- Dept/Agency Name: Test Agency
- Sub-Unit Name: Business and Procurement Services
- Contract Type: Non-IT Goods (commodities)
- Contracting Method: CB-Informal
- Dept. Contract No./P.O. No.: S3070004
- Original Beginning Term: 06/30/2004
- Original Ending Term: 06/30/2004
- Original Contract Amount: \$6,700.00
- Amendment Beginning Term: [Empty]
- Amendment Ending Term: [Empty]
- Amendment Only Total: 0.00
- Contractor Name: charmin
- Address: [Empty]
- State/Province: California - USA
- Country: United States
- Vendor FEIN: 000000000

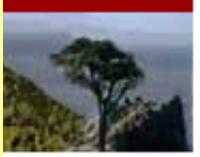
At the bottom right, there is a legend: '*=Required Field' and a 'Submit' button.

Address  http://www.scpstrain.dgs.ca.gov/amendmentreceiptsubmittal.asp  Go  Links 

Welcome to



When successfully entered, an amended registration number will display adding a “.1” for revision 1.



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Amendment Submittal Receipt

[Printer Friendly Version](#)

A new contract amendment has been registered with the State Contract and Procurement Registration System

The contract amendment number is

[176004050310019.1](#)

Write this number on your amended document

An Email receipt has been sent to the following Email address

linda.lange@dgs.ca.gov

The Contractor is SCPRS Chevrolet

The Amendment Total is \$2,000.00

The Cumulative Total for this Contract is \$72,000.00

Thank You

SCPRS Administrators



Done  Internet

MODULE 4 - Add amendment

Address <http://www.scpstrain.dgs.ca.gov/amendmentreceiptsubmittal.asp>

SCPRS - Microsoft Internet Explorer

File Edit View Favorites Tools Help

- New
- Open... Ctrl+O
- Edit with Notepad
- Save Ctrl+S
- Save As...
- Page Setup...
- Print... Ctrl+P**
- Print Preview...
- Send
- Import and Export...
- Properties
- Work Offline
- Close

Search Favorites Media

[dgs.ca.gov/amendmentreceiptsubmittal_printerversion.asp](#) Go Links

HOLLYWOOD

has been registered with the State Contract and Procurement Registration System
The contract amendment number is
1760040503100019.1

mail receipt has been sent to the following Email address-
linda.lange@dgs.ca.gov

The Contractor is SCPRS Chevrolet
The Amendment Total is \$2,000.00
The Cumulative Total for this Contract is \$72,000.00

Thank You
SCPRS Administrators

[Printer Friendly Version](#)

Procurement Registration System

address- linda.lange@dgs.ca.gov

[SCPRS Questions/Edits](#)
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[SABRC Support](#)

DGS

The Contractor is SCPRS Chevrolet
The Amendment Total is \$2,000.00
The Cumulative Total for this Contract is \$72,000.00

Thank You
SCPRS Administrators

Internet

You can print this view by clicking here

**State Contract and
Procurement Registration System (SCPRS)
Training Demonstration**

THIS ENDS MODULE 4

ADD AMENDMENT

**Press ESC (escape) on your keypad
to close this module. You will be returned
to the Training Menu, then click on the next module.**

**State Contract and
Procurement Registration System (SCPRS)
Training Demonstration
(revised 8/1/06)**

MODULE 5

CONTRACT and AMENDMENT SEARCH

**Training URL address:
<http://www.scprs.dgs.ca.gov>**

MODULE 5 - Contract Search

Address  http://www.scpstrain.dgs.ca.gov/main.asp Go Links

Tuesday, May 20, 2003

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Procurement DGS My CA

welcome to the State Contract and Procurement Registration System

To register a new contract, select the [Add Contract](#) link on the left side of this page.

All data fields provide a help text by clicking on the link over the data field, For example, click on the Description of Goods/Services link and a help window will appear with instructions to complete that data field.

To register an amendment to an existing contract, select the [Add Amendment](#) link on the left side of this page. As with the [Add Contract](#) link, all data fields provide help text by clicking on the link over the data field.

 Internet

Click here to search for Registered Contracts or Amendments

MODULE 5 - Contract Search

Address http://www.scpstrain.dgs.ca.gov/Reportsmenu.asp Go Links >>

Tuesday, May 20, 2003

Welcome to California

Training Site Procurement

Contract Reports Menu Search

To search for a contract select options below and click on the search button. Contracts that match the criteria.

Select the type of search you want to run

Don't Specify (Find All Contracts) ▼

- Don't Specify (Find All Contracts)
- Search by Contract Registration Number
- Search by Description
- Search by Contractor Name
- Search by Contract Type
- Search by Contract Method
- Search by Dept. Contract/PO Number

Click on the list arrow to select the type of search you want to run

In this example, "search by contract type" is selected

Done Internet

MODULE 5 - Contract Search

Address  <http://www.scpstrain.dgs.ca.gov/reportsmenu.asp?type=4>  Go  Links 

Tuesday, May 20, 2003 

Welcome to **California**

Training Site **Procurement** 

Contract Reports Menu Search

Contract select options below and click on the search button. This will produce a list of results based on the criteria.

Select one of search you want to run

If you selected Contract Type, Select One.

Then Click SEARCH NOW

Based on the type of search criteria selected, specific data may be required. In this example, a list is available to choose from

Search by Contract Type 

- 1 - IT Goods 
- 1 - IT Goods
- 2 - IT Services
- 3 - IT Consulting
- 4 - Non-IT Goods (commodities)**
- 5 - Non-IT Services
- 6 - Non-IT Consulting
- 7 - Public Works
- 8 - A & E (Architectural & Engineering)
- 9 - Interagency Agreement
- 10 - Grants/Subvention
- 11 - Memberships/Sponsorships/Subscriptions

Let's click on Type 4 - Non-IT Goods



A list of registered contracts display. You can only view your own Department's contracts unless you have been given other permissions.

If you have created an amendment, they do not display here. You will need to access the originating entry to view.

First < Previous 1 | 2 Next > Last

[Printable Version](#)

[1760040503100019](#)
Contractor Name : SCPRS Chevrolet
Dept. Contract No./P.O. No. : 13333
Description : Corvette
Amount : \$70,000.00

To view, click on registration #

[1760040503100017](#)
Contractor Name : Plasma Inc.
Dept. Contract No./P.O. No. : 5555
Description : Plasma TV
Amount : \$8,000.00

You can also print this list

[1760040503100016](#)
Contractor Name : Plasma Inc.
Dept. Contract No./P.O. No. : 44-4555555
Description : Plasma TV
Amount : \$8,000.00

[1760040503100015](#)

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MODULE 5 - Contract Search

The screenshot shows the SCPRS website interface. A yellow callout box at the top center contains the text: "The registered contract displays. This is a view screen only. No modifications can be made." A second yellow callout box points to a "View Contract" button, stating: "You can also print this registration by clicking here". A third yellow callout box points to a "VIEW" button, stating: "If there are amendments, they will be available by clicking the VIEW button. In this example, there are no amendments." The website content includes a left sidebar with navigation links, a search bar, and a main area displaying contract details for a "Test Agency".

**The registered contract displays.
This is a view screen only.
No modifications can be made.**

**You can also print this registration
by clicking here**

**If there are amendments, they will be available
by clicking the VIEW button.
In this example, there are no amendments.**

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Search: search
My CA

View Contract [Printable Version](#)

[Dept./Agency Name](#)
Test Agency
[Sub-Unit Name](#)
C&Ptest
[Contract Type](#)
Non-IT Goods (commodities)
[Contracting Method](#)
CA Strategic Sourcing Initiative
[Dept. Contract No./P.O. No.](#)
22-56789
[Original Beginning Term](#)
03/03/2003
[No. of Amendments](#)
0

[Dept. Delegation No.](#)
9G-1006-DOT.HQ1

[Description of Goods/Services](#)
PAPER
[Contractor Name](#)
J & M NOD
[City](#)

[Country](#)
United States
[Vendor FEIN](#)
xxxxx0001

Address	Address 2	Address 3
State/Province CA	Region/Territory	Postal Code
Phone Number	Email Address	
Small Business <input type="radio"/> No <input type="radio"/> Yes	Micro Business <input type="radio"/> No <input type="radio"/> Yes	Disabled Veteran <input type="radio"/> No <input type="radio"/> Yes

Internet 6:51 AM

MODULE 5 - Contract Search

**DO NOT CLICK CLOSE. It will close SCPRS program down.
Click BACK to return from this view. You will need to
click BACK again to return to the list of registered contracts.**

**Click FILE menu option
and PRINT**

SCPRS - View Contract - Mir

File Edit View

Address http://www.scrprstrain.c

View Contract - 00000306

Agency Name
Agency
Agency Name

Type
Goods (commodities)
Financing Method
Public Sourcing Initiative (CSSI)
Contract No./P.O. No. PIN No.

Original Entry Date
03/27/2006

Dept. Delegation No.
9G-1006-DOT.HQ1

Leveraged Contract No.
1-00-20-06

Financed or Leased
 No Yes

SABRC Reportable
 No Yes

Original Contract Amount
\$123,456.00

Cumulative Total
\$123,456.00

Contracting Term
Contract Amounts Total

PAPER

Contractor Name
J & M NOD

City
United States

Country
United States

Vendor FEIN
xxxxx0001

Address
State/Province
CA

Phone Number

Address 2

Region/Territory

Micro Business
 No Yes

Address 3

Postal Code

Email Address

Disabled Veteran
 No Yes

Done Internet

start SnagIt MetaFr... 4 Citr... Camta... Camta... Power... Inbox ... Micros... 6:53 AM

**State Contract and
Procurement Registration System (SCPRS)
Training Demonstration**

THIS ENDS MODULE 5

**CONTRACT and
AMENDMENT SEARCH**

**Press ESC (escape) on your keypad
to close this module. You will be returned
to the Training Menu, then click on the next module.**

**State Contract and
Procurement Registration System (SCPRS)
Training Demonstration
(revised 8/1/06)**

MODULE 6

REPORTS

**Training URL address:
<http://www.scprs.dgs.ca.gov>**

MODULE 6 - Reports

Address  <http://www.scrprstrain.dgs.ca.gov/main.asp> Go Links >>

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Training Site **Procurement** 

Contract and Procurement Registration System

My CA

Click here to run Reports

To register a new contract, select the [Add Contract](#) link on the left side of this page.

All data fields provide a help text by clicking on the link over the data field, For example, click on the Description of Goods/Services link and a help window will appear with instructions to complete that data field.

To register an amendment to an existing contract, select the [Add Amendment](#) link on the left side of this page. As with the [Add Contract](#) link, all data fields provide help text by clicking on the link over the data field.



MODULE 6 - Reports

The Reports Screen displays. Select or type in the desired criteria

**New Parameter
"Beginning date"**

Once you have entered the selected criteria, click on GET REPORT

MODULE 6 - Reports

Based on the criteria selected, a report will display

To Close this view, click on BACK or select an other link listed on the left side of the screen.

By selecting the Blue Underlined Captions, you can view specific details of the report.

Registration #	Entry Date	Original Contract Amount	No. of Amendments	Cumulative Total With Amendments	Report Type	Report Type
1760040503100006	5/6/2003	\$60,000.00	1	\$60,000.00	Summary	Detail

Total Contracts = 1
Total of all original Contracts = \$60,000.00
Total of all Contracts and Amendments = \$

**State Contract and
Procurement Registration System (SCPRS)
Training Demonstration**

THIS ENDS MODULE 6

REPORTS

Press ESC (escape) on your keypad
to close this module. You will be returned
to the Training Menu, then click on the next module.

**State Contract and
Procurement Registration System (SCPRS)
Training Demonstration**

MODULE 7

HELP, Log Off, and Request Corrections/Edits

**Training URL address:
<http://www.scprs.dgs.ca.gov>**

MODULE 7 - HELP, Log Off and Request Corrections/Edits

HELP DEMONSTRATION

The screenshot shows the SCPRS website in Microsoft Internet Explorer. The browser's address bar displays <http://www.scpstrain.dgs.ca.gov/main.asp>. The page features a "Welcome to California" banner at the top. On the left side, there is a vertical menu with the following links: [SCPRS Home Page](#), [Add Contract](#), [Add Amendment](#), [Contract Search](#), [Reports](#), [Change Password](#), [Change Profile](#), [User Guide](#), [Quick Reference Guide](#), [Log Off](#), [Quick Links](#), [Procurement Website](#), [Small Business Website](#), [SCPRS Questions/Edits](#), [SCPRS Enhancements](#), and [SABRC Support](#). A yellow callout box with a pointer to the "SCPRS Questions/Edits" link contains the text: "New links: You can contact SCPRS for assistance, Or the SABRAC support email." The main content area of the page includes a search bar, a "My CA" button, and several paragraphs of text, including one that says "Look here for the New and Improved System Modifications." The Windows taskbar at the bottom shows the Start button, several open applications (Snagit, MetaFr..., 4 Ctr..., Camta..., Camta..., Power..., Inbox..., Micros...), and the system clock showing 6:56 AM on 6/26/06.

HELP brings you to the Agency Users Manual

Click here to close

- [Selling to the State](#)
- [Direct Purchases](#)
- [Assisted Purchases](#)
- [Financial Marketplace](#)
- [Transportation](#)
- [Materials](#)
- [Records Management](#)
- [Consulting](#)
- [Training](#)
- [Policy & Procedure](#)
- [Publications](#)
- [Site Map](#)

Users Manual - State Contract Procurement Registration System (SCPRS)

Agency Users Manual State Contract Procurement Registration System (SCPRS) Procurement Division May 5, 2010

Select a section of the User manual you want to view.

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- Section 1 [Introduction, Log-In, Password, Contact Us](#)
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- Section 2 [Welcome](#)
- Section 2a [Welcome](#) (continued)
- Section 3 [Add Contract](#)
- Section 3a [Contract](#) (continued)
- Section 4 [Add Amendment](#)
- Section 4a [Amendment](#) (continued)
- Section 5 [Query/Reports](#)
- Section 5a [Query/Reports](#) (continued)

To Print this manual, select one of the download options

These links take you to various web sites within DGS

Download the entire 50 page document at one time:
[PDF format \(2.7MB\)](#); or [ZIP format \(2.5MB\)](#)

MODULE 7 - HELP, Log Off and Request Corrections/Edit

The screenshot shows a Microsoft Internet Explorer browser window displaying the SCPRS website. A yellow callout box at the top center contains the text "LOG OFF - DEMONSTRATION". The browser's address bar shows the URL "http://www.scpstrain.dgs.ca.gov/main.asp". The website header features a banner with "Welcome to California" and "HOLLYWOOD". Below the banner, there are navigation links for "Training Site" and "Procurement DGS", along with a search bar and a "My CA" button. A red banner below the navigation links reads "Welcome to the State Contract and Procurement Registration System". The main content area contains instructions for registering a new contract and adding amendments. A yellow callout box points to the "Log Off" link in the left sidebar, with the text "Click here to log off". The Windows taskbar at the bottom shows the Start button, several application icons, and the system tray with the time "11:25 AM".

SCPRS - Microsoft Internet Exp

File Edit View Favorites Tools

Back Search Favorites Media

Address http://www.scpstrain.dgs.ca.gov/main.asp Go Links

Tuesday, May 20, 2003

Welcome to California HOLLYWOOD

Training Site Procurement DGS search My CA

Welcome to the State Contract and Procurement Registration System

To register a new contract, select the [Add Contract](#) link on the left side of this page.

All data fields provide a help text by clicking on the link over the data field, For example, click on the [Description of Goods/Services](#) link and a help window will field.

To register an amendment to an existing contract, select the [Add Amendment](#) link on the left side of this page. As with the [Add Contract](#) link, all data fields provide help text by clicking on the link over the data field.

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DGS

start Microsoft PowerPoint ... SCPRS - Microsoft Int... 11:25 AM

MODULE 7 - HELP, Log Off and Request Corrections/Edits

SCPRS - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites Media

Address <http://www.scpstrain.dgs.ca.gov/logoff.asp> Go Links

Tuesday, May 20, 2003

Welcome to **California**

Training Site Procurement **DGS**

You have been logged off the SCPRS System.

[Click on this link to log back on.](#)

Done Internet

Or here to close

You can click here to log back in

This screen displays you have logged off SCPRS.

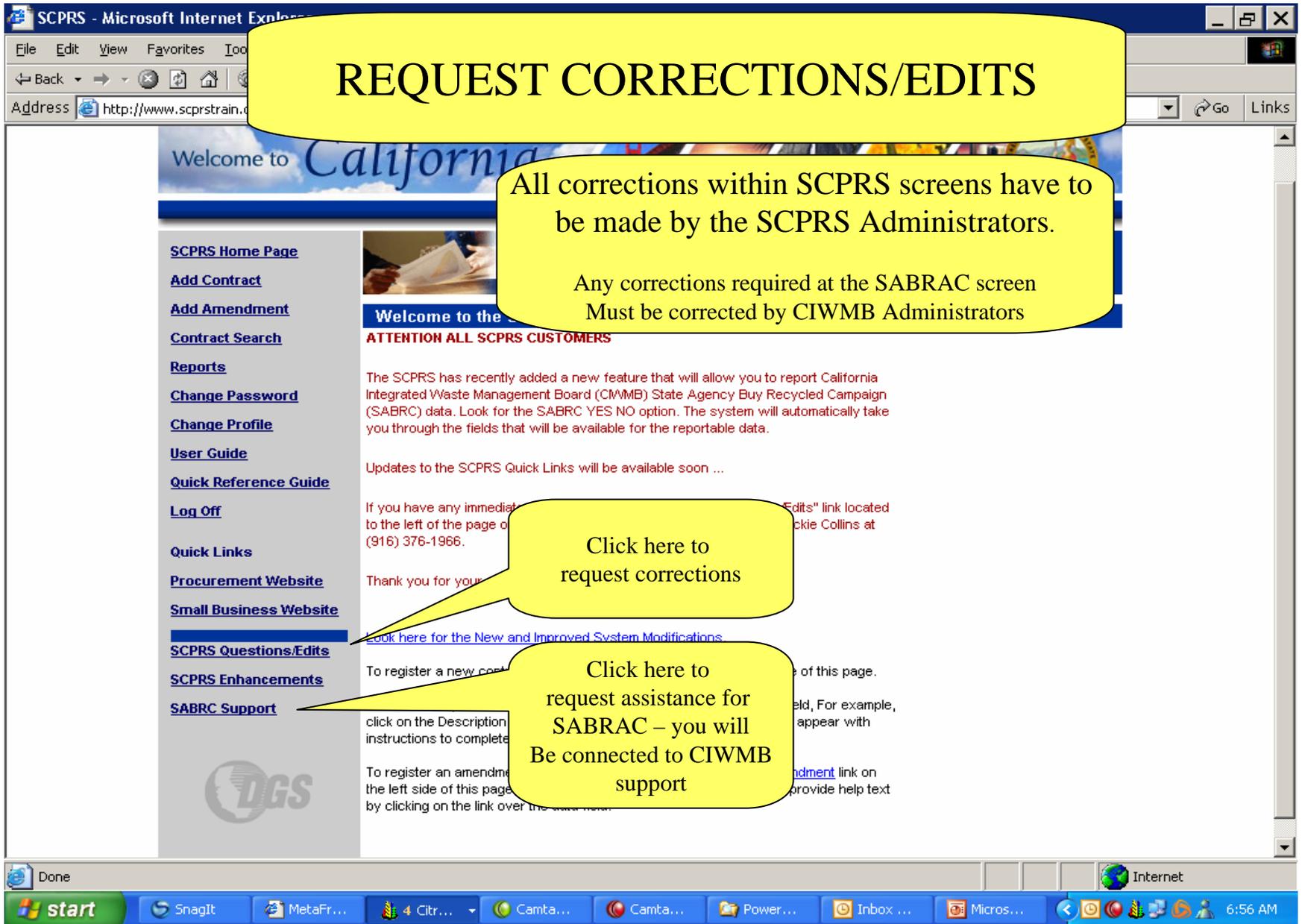
REQUEST CORRECTIONS/EDITS

All corrections within SCPRS screens have to be made by the SCPRS Administrators.

Any corrections required at the SABRAC screen Must be corrected by CIWMB Administrators

Click here to request corrections

Click here to request assistance for SABRAC – you will Be connected to CIWMB support



MODULE 7 - HELP, Log Off and Request Corrections/Edits

www.scpstrain.dgs.ca.gov/comments/default.asp

SCPRS - Comments

Thank you for taking the time to give us feedback on the SCPRS web site. If you are making a comment about a specific page, the page number can be found in the burgundy bar directly below the search box, all the way to the right (the number on this page is 325, look for the red arrow). Just fill out the form below and click on the submit button.

Page Number (if applicable)

My comment concerns:

- An Error
- Question On Page
- Other Problem with Page
- General Site Problem
- I would like to change some information on a contract or amendment that I entered

Comments

Max Length = 500 Characters

Enter pertinent information.

Once you have submitted it, the SCPRS administrator will respond

Address  http://www.scpstrain.dgs.ca.gov/comments/thankyou.asp Go Links »

Tuesday, May 20, 2003



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Training site Procurement

[My CA](#)

SCPRS - Comments

Thank You for submitting your comments. A message has been sent to the email address you logged in with and the SCPRS Administrators.

You have successfully submitted the request.

You can now select other links to continue working in the system, or log off.

CONGRATULATIONS!

**You have successfully completed the
SCPRS Training Demonstration**

**TO RECORD YOUR TRAINING and
RECEIVE A CERTIFICATE OF
COMPLETION**

**Return to the Training Main Menu and click on the
Registration and Certification Training Link**